

# **ZONING BOARD OF APPEALS TOWN OF MONTEREY, MA**

\_\_\_\_\_  
**Name of Applicant**

## **Filing Fee: \$100**

Applicants, appellants, and petitioners to the Board of Appeals are advised to use this checklist to ensure that applications are properly prepared, and to avoid unnecessary procedural delays.

- ☐ **COMPLETELY FILL IN** all requested information in the Application for Hearing, and Findings of Fact. This information is required, and will be rejected if left blank.
- ☐ Be sure to indicate Map and Lot numbers on the Application for Hearing. This information is available from the Monterey Assessor's records.
- ☐ The denied Building Permit must accompany the application.
- ☐ The application for Hearing must be notarized in the space provided.

## **WHEN SUBMITTING YOUR APPLICATION, PLEASE INCLUDE *NINE (9)* SETS CONTAINING EACH OF THE FOLLOWING, TOGETHER WITH THIS CHECKLIST:**

- ☐ APPLICATION FOR HEARING
- ☐ REQUEST FOR FINDING OF FACTS
- ☐ SITE PLAN
- ☐ BUILDING PLANS, INCLUDING ALL ELEVATIONS

***ONE COMPLETE SET MUST BE SENT TO THE TOWN CLERK, P.O. BOX 277, MONTEREY, MA 01245 AT THE SAME TIME YOU ARE SUBMITTING THE APPLICATION TO THE ZBA.***

### **SITE PLAN must show:**

- ☐ North arrow
- ☐ Scale
- ☐ Distance and bearing along bounds
- ☐ Area in acres or SF # Acres \_\_\_\_\_ SF \_\_\_\_\_
- ☐ Size of existing and proposed buildings (floor area in SF)
- ☐ Location of existing and proposed buildings, including setback in feet from all lot lines and all angles of the structure(s)
- ☐ Location of water supply (distance in feet from lot lines to existing and proposed structure(s), and from septic disposal system.
- ☐ If water supply is from a community well, indicated here: yes \_\_\_\_\_ no \_\_\_\_\_
- ☐ Location of on-site sewage disposal system's distance in feet from lot lines to existing and proposed buildings, and from water supply.
- ☐ All setback distances from existing and proposed structures

### **BUILDING PLANS must show:**

- ☐ Scale
- ☐ North arrow

- ☐ Floor area:

<b>Existing SF</b>	<b>Proposed SF</b>
1 <sup>st</sup> Floor	1 <sup>st</sup> Floor
2 <sup>nd</sup> Floor	2 <sup>nd</sup> Floor
Total	Total

- ☐ All elevations with all measurements indicated in SF (both existing and proposed).
- ☐ All heights of new and proposed.
- ☐ Percentage of proposed construction relative to existing structure at time of nonconformity: \_\_\_\_\_ %
- ☐ **All previous** additions and construction to the property, including dates.

**TITLE 5 INSPECTION** (applicable if a bedroom is proposed)

Is a bedroom proposed? Yes \_\_\_\_\_ No \_\_\_\_\_ How many? \_\_\_\_\_

**INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED AND  
WILL BE RETURNED, SO PLEASE BE SURE TO CAREFULLY GO  
OVER THIS LIST, CHECK ALL BOXES AND FILL IN ALL BLANKS.**